



Mitchell E. Daniels, Jr.  
Governor

Edwin G. Buss  
Commissioner

**PENDLETON JUVENILE CORRECTIONAL FACILITY**  
9310 South State Road 67 • P.O. Box 900 • Pendleton, Indiana 46064  
Phone: (765) 778-3778 • Fax: (765) 778-5211

**Michael Dempsey**  
Superintendent

Date \_\_\_\_\_

Guardian Address: \_\_\_\_\_

Dear \_\_\_\_\_:

I am writing to encourage you to maintain contact with \_\_\_\_\_, who is now living at the Pendleton Juvenile Correctional Facility. It is a fact that youth who have regular contact with significant persons such as parents, family members and friends are better focused and prepared upon their release.

Enclosed with this letter you will find information regarding \_\_\_\_\_ counselor, Laura Massey visitation procedures and times, and contact information for the facility. Please review this information carefully and feel free to contact \_\_\_\_\_ counselor at 765-778-3778 Extension 2712, if you have any questions. This facility offers a variety of times throughout the week for visitation. Please contact Ms. Judy at Extension 2124 to set for time for Orientation

While \_\_\_\_\_ is at this facility he will have the opportunity to further his education, participate in treatment groups designed to help him address the problems that lead to his commitment, and prepare himself for a successful return home. The staff here will provide many opportunities for \_\_\_\_\_ to make positive changes, educational advancement, and preparation for his re-entry.

I invite you to work together with \_\_\_\_\_ treatment team to set goals and actively participate by providing support and encouragement. This can be a difficult period for \_\_\_\_\_ and family. By working through this together, \_\_\_\_\_ chances for success can be enhanced.

If at any time you have questions regarding \_\_\_\_\_, his progress, or the facility, please contact his counselor. I look forward to seeing positive changes for \_\_\_\_\_ and his successful return to his home and community.

Sincerely,

Tim Greathouse for  
Michael Dempsey, Superintendent  
Pendleton Juvenile Correctional Facility



**STATE OF INDIANA**

**Department of Correction** • Indiana Government Center – South, Room E334 • 302 W. Washington Street • Indianapolis, Indiana 46204-2738  
Phone: (317) 232-5711 • Fax: (317) 232-6798 • Website: [www.in.gov/indcorrection/](http://www.in.gov/indcorrection/)

EOE

**TO:** PARENT(S) / GUARDIAN(S)

**FROM:** Tim Greathouse, Program Director

**SUBJECT:** ADMISSION AND ORIENTATION PROCESS

Your son has been classified to the Pendleton Juvenile Correctional Facility. He will be residing in the Admission and Orientation (A&O) Unit for approximately one (1) week. During this period, he will be participating in and completing an Orientation Program. The purpose of this process is to present him with an understanding of the expectations for him and from the staff and programs at Pendleton Juvenile Correctional Facility. He will receive a Pendleton Juvenile Correctional Facility handbook. Any student who does not understand English will receive translations in his own language. If a literacy problem exists, a staff member will assist him in understanding the orientation material.

The primary function of the Orientation process is to ensure that the student and his parent(s)/guardian(s) are informed of the process and have opportunities for asking questions and providing information. After being introduced to the A&O Unit staff, he will receive information regarding the following:

- a. Confidentiality;
- b. Classification, re-classification and appeal process;
- c. Juvenile Code of Conduct;
- d. Religion;
- e. Cultural diversity;
- f. Program model;
- g. Treatment Plan;
- h. Treatment Team;
- i. Level System and Length of stay information;
- j. Privileges and expectations;
- k. School schedule;
- l. Group schedule;
- m. Recreation schedule;
- n. Visitation schedule;
  - 1. Approved visiting list;
  - 2. Guidelines
- o. Personal items/clothing;
- p. Phone calls and mail;
- q. Student rights and responsibilities;
- r. Grievance procedure;
- s. Pendleton Juvenile Correctional Facility evacuation plan;
- t. Trafficking and contraband;
- u. Zero tolerance for fighting, battery and STG activity;
  - 1. Battery law and gang information sheet;
- v. Physical force policy/procedure;
- w. Escape law;

- x. Tort claims;
- y. Public Defender information;
- z. Temporary leave policy;
- aa. Transition process;
- bb. Parole and Discharge Process.

He will be assigned a Psychiatric Social Service Specialist during his time in Admissions & Orientation and you will be notified of the name and telephone number of this staff person. You are encouraged to make contact with the Psychiatric Social Services Specialist if questions should arise.

Health Care Services personnel will also present the Health Care Services Orientation Program to all new arrivals. Material covered will include hygiene, cleanliness, appearance, sick call procedures, sexually transmitted diseases, universal precautions, and HIV/AIDS education.

During this time, your son will be evaluated to determine his placement in the most appropriate programs based on his needs, and in accordance with the mission and goals of the Pendleton Juvenile Correctional Facility. Included in this period will be various educational, psychosocial and medical/dental evaluations. He will also be assessed for his recreational, spiritual, and vocational interests.

During the third week of the Orientation Process, your son will appear at his first Treatment Team meeting and before the Classification Committee to determine his new Housing Unit. In addition, the Treatment Team will determine the treatment, educational and programming needs that will be addressed during his stay at Pendleton Juvenile Correctional Facility. You are invited and encouraged to attend this meeting. After Classification, you will receive a letter from the Psychiatric Social Services Specialist in your son's newly assigned Unit. This letter will provide you with information regarding the Psychiatric Social Services Specialist's name, telephone number and hours of availability. You will also be advised of his treatment, educational and programming needs and areas of focus. After he is moved to his new Unit, your son will begin his treatment program immediately.

We at the Pendleton Juvenile Correctional Facility strongly encourage you to participate in your son's treatment programs. His Psychiatric Social Services Specialist will maintain regular contact with you during his stay here. Regular visitation is an important component of this process. **You will be required to participate in a parent/guardian orientation session prior to your first visit. These Parent Orientation sessions are offered beginning Saturday, February 4, 2006 every other Saturday starting at 8:30 A.M. and beginning 02-13-06 every other Monday at 5:30 p.m. Please contact (765) 778-3778 ext.# 2124, during the hours of 8:00a.m. to 4:00p.m. to schedule an appointment. On arrival contact Main Control and advise them you are here to participate in Parent Orientation. Picture ID is required.** Enclosed with this letter is a copy of the Pendleton Juvenile Correctional Facility Visitation Schedule. Please visit whenever possible.

Regular mail correspondence is also encouraged, especially if you are unable to visit on a regular basis after completing the Parent Orientation session. It is important that your son receives letters of support and encouragement from family and friends. Also included in this packet is information regarding the Pendleton Juvenile Correctional Facility Mail, Money, Telephone, Contraband and Trafficking information and Personal Property Policies for your reference.

## **PENDLETON JUVENILE CORRECTIONAL FACILITY**

Visitation is an important component in the treatment efforts directed to students at Pendleton Juvenile Correctional Facility. All appropriate and approved family members are encouraged to visit whenever possible. We offer a Parent Orientation that is required before any visits take place. The parent or legal guardian must attend this orientation before ANY visits take place. Parent Orientations are held on the following days and times:

Beginning Saturday, February 4, 2006 every other Saturday starting at 8:30 A.M.  
and beginning 02-13-06 every other Monday at 5:30 p.m.

Once your son is assigned to his regular Housing Unit, additional persons may be allowed to visit. This includes stepparent(s), sibling(s) and or stepsiblings **living in the household**. Parent/guardian's live-in relationship (if they have lived together at least one (1) year) may be approved. Aunts and Uncles over the age of 21 may also be approved. Spouses of the students are allowed to visit. Children of the students are allowed to visit if the birth certificate identifies the student as the father. **Enclosed in this packet is State Form #14387, "Application For Visiting Privileges". This form must be completed and returned, prior to the Parent Orientation Visit.** Any individual not on the student's approved visitor's list will not be allowed to remain on the facility grounds during the visiting period. It will be the responsibility of the authorized visitor to arrange for such individuals to leave the grounds and return at the conclusion of the visit. If these arrangements cannot be made, visitation will not be allowed and it will be necessary for all individuals to leave the facility grounds.

**Students may receive one (1) visit per week on one of the designated visiting days. Student visitation is once every seven days. If a student has a visit on Tuesday his next eligible visit will be the following Tuesday. The visiting days and times are as follows:** (Note: visitors should call ahead of time to confirm that student is allowed a visit.)

Sunday Morning: Odd Number Units (8:30a.m. to 11:00a.m.)

Sunday Afternoon: Even Numbered Units (1:00p.m. to 3:15p.m.)

Sunday Evening: Odd Numbered Units (6:30p.m. to 8:00 p.m.)

Monday Evenings: Even Numbered Units (6:30p.m. to 8:00 p.m.)

Tuesday Evenings: Odd Numbered Units (6:30p.m. to 8:00p.m.)

Thursday Evenings: Even Numbered Units (6:30p.m. to 8:00p.m.)

Friday Evenings: Odd Numbered Units (6:30p.m. to 8:00p.m.)

Saturday Morning: Even Numbered Units (8:30a.m. to 11:00a.m.)

Saturday Afternoon: Odd Numbered Units (1:00p.m. to 3:15p.m.)

Saturday Evening: Even Numbered Units (6:30p.m. to 8:00p.m.)  
(Exception for parent orientation participants)

**☼ EXTRA VISITS THAT DO NOT COUNT FOR THE ONE VISIT A WEEK  
ARE AS FOLLOWS: (Last Tues of Each Month)**

Jan. 27, 2009 – Feb. 24, 2009 – Mar.31, 2009 – Apr. 28, 2009 – May 26, 2009 – June 30, 2009 – July 28, 2009 – Aug. 25, 2009 –  
Sept. 29, 2009 – Oct. 27, 2009 – Nov.24, 2009 – Dec.29, 2009. Odd or Even Numbered Units (8:30 a.m. to 11:00 a.m. or 1:00 p.m. to  
3:15 p.m.)

**HOLIDAYS: Visitation time is 8:30 a.m. to 11:00 or 1:00 p.m. to 3:15 p.m.**

New Year's Day – Thursday – Jan. 1, 2009 Odd or Even Numbered Units

Martin Luther King, Jr. Day - Monday – Jan. 19, 2009 Odd or Even Numbered Units

Good Friday – Friday – April 10, 2009 Odd or Even Numbered Units

Memorial Day - Monday– May 25, 2009 Odd or Even Numbered Units

Independence Day – Friday/Saturday – July 3, 4, 2009 Odd or Even Numbered Units

Labor Day – Monday, Sept. 7, 2009 Odd or Even Numbered Units

Columbus Day – Monday – Oct. 12, 2009 Odd or Even Numbered Units

Veteran's Day – Wednesday - Nov. 11, 2009 Odd or Even Numbered Units

Thanksgiving Day – Thursday – Nov. 26, 2009 Odd or Even Numbered Units

Lincoln's Birthday – Friday – Nov. 27, 2009 Odd or Even Numbered Units

Christmas Day –Friday – Dec. 25, 2009 Odd or Even Numbered Units

Washington's Birthday – Thursday – Dec. 24, 2009 Odd or Even Numbered Units

**All visits are one (1) hour in length.** Additional time may be granted to those traveling over one hundred (100) miles, dependent on room availability.

**All visits will conclude at the designated time regardless of the time of arrival at the facility by the visitor(s).** Visits may be terminated prior to the designated times to accommodate more visitors, should this situation arise.

**The maximum number of individuals allowed to visit at one session is four.** Children under the age of 12 months will not be counted as one of the four approved visitors, and only two (2) children under the age of twelve months will be permitted per visit. A parent or legal guardian must accompany visitors under the age of 18.

All visitors sixteen (16) or over will be required to produce a state issued picture identification before entry to the visiting area. Exceptions may only be granted by the Superintendent/designee. Visitors under the age of eighteen (18) must be accompanied by parent or guardian at all times while on PNJCF grounds. This procedure does not apply to a student's spouse who is under the age of eighteen (18) years. Based upon a request from the student, the Superintendent may grant an exception to this requirement. In cases where a parent or guardian cannot accompany a minor child, the Superintendent or designee may approve another responsible adult to accompany the child during the visit. In these cases, the accompanying adult must be on the student's approved visitor's list. Also, the minor child's parent or legal guardian must sign and have notarized State Form 48965, "AUTHORIZATION FOR MINOR CHILD TO VISIT", prior to the minor child being able to visit. This form is included with this information packet.

**Upon arrival at the facility, please park in the designated area.** You will then report to the Administration Building. A staff member will ask you: "Do you have in your possession any firearms, weapons, knives, ammunition, narcotics, medication, controlled substances, alcohol beverages, marijuana, tobacco or tobacco related items, money/currency, cameras, video or audio recording equipment or electronic devices?"

If the visitor responds negatively and no contraband or prohibited property is found in the search process, entry into the visiting room may be allowed. If the visitor responds affirmatively or contraband or prohibited property is found during the search process, staff shall advise the visitor that he/she will not be allowed into the visiting room.

If the visitor is in possession of prohibited property, the staff person shall advise the visitor what action (method of disposal of the prohibited property, such as putting in vehicle or a locker if available) may be taken so that the visit may proceed. If the property is contraband, the staff person shall notify his/her Supervisor immediately for instructions regarding how to proceed and whether law enforcement will be notified. Staff shall follow the facility's procedures for entry into the facility.

Additionally, all visitors shall be asked, "Are you or have you ever been an employee of the Department of Correction?" If the visitor answers affirmatively, facility staff shall determine whether the visitor has received the necessary approval as indicated in Procedure VI. If the visitor has not received the necessary approval, staff shall advise the visitor of the proper request procedures and deny entry until approval is obtained. If it is determined that the visitor has not been truthful, the Facility Head shall be notified. The Facility Head shall submit a written report to the appropriate Regional Director or Deputy Commissioner/Juvenile Services. All facilities shall be notified that the individual shall

not be permitted entry into any department facility. The visitor shall have the right to appeal the decision to the Commissioner or designee. You will then sign in on the Visitor's Log and be escorted to the visiting area.

**You are required to show one state issued picture identification, and may have up to twenty (20) dollars in cash per visiting adult.** Change will be in a small clear container (i.e. Ziploc baggie). If you have infants or toddlers, you may bring one baby bottle, one small toy and two diapers into the visiting area. No car or carry seat will be allowed in the visiting room. No food or drink will be allowed into the visiting area from outside the facility. Vending machines will be available in the visiting area, and you will use them at your own risk. No refunds will be given. If candy, snacks or pop is bought from the vending machines, those items are to be consumed in the visiting room and cannot be taken with the visitor upon leaving.

**Physical contact is limited to an embrace and/or kiss at the beginning of the visit and an embrace and/or kiss at the conclusion of the visit.** The student is to remain in their seat until their visitors have exited the visiting area and are secured beyond the sally port.

The facility does conduct random searches for contraband. If reasonable grounds exist, visitors may be asked to submit to a personal search. This includes small children (diapers may be searched), visitors in wheelchairs, and visitors with a medical appliance.

If you choose not to be searched, you will not be allowed to visit and you will be asked to leave the facility.

Additional conditions for visitation are as follows:

- Visits will not be split between visitors. Once a visit starts, no one else will be permitted to enter the visit.
- Visitors will enter the visiting areas at their own risk. The Department of Correction shall assume no responsibility for any injury.
- Visitors will not be permitted to re-enter the visiting area once they leave.
- Visitors will visit only the designated student.
- Visitors will wear clothing that reflects accountable standards, i.e. no bikini or halter tops, crop tops; no "hot pants", "short-shorts", mini-skirts, no shirts with offensive or gang related symbols, no bandanas or "do rags"; shoes and shirts are required. The Superintendent or Shift Supervisor will have final authority in decisions regarding acceptable dress.
- Visitors will supervise small children at all times.
- Visitors will remember that smoking or possession of tobacco products is prohibited in all buildings and on the grounds.
- Any person who is suspected of being under the influence of drugs or alcohol will be denied entry into the facility and will be required to leave the grounds

## **VIOLATION OF THESE CONDITIONS FOR VISITATION COULD RESULT IN THE DENIAL OR TERMINATION OF A VISIT.**

**Should your son's behavior deteriorate to the point where segregation is required, visitation privileges may be lost or suspended. We suggest you call the facility and speak to the Lieutenant on duty to check your son's status prior to visiting, especially if you are traveling a long distance.**

Visitors enter the facility and visiting area at their own risk and the department shall assume no responsibility for any injury or damage to property. Your cooperation during visiting will be appreciated.

## **CONTRABAND, TRAFFICKING, MAIL, MONEY, PERSONAL ITEMS AND PHONE CALL POLICIES**

### **CONTRABAND AND TRAFFICKING**

Contraband is defined as any item in the student's possession or brought on facility grounds without staff knowledge or approval. All contraband will be confiscated pending an investigation. All items determined to be contraband will be disposed of in accordance with Department of Correction policy. Examples of contraband include, but are not limited to, the following:

1. Fire producing materials, i.e., matches, lighters, cigarettes, etc.
2. Any type of weapon, blade, scissors, needles or glass items;
3. Book bags;
4. Any tools or keys;
5. Drugs (prescribed, illegal or over the counter), paraphernalia, any substance containing alcohol or derivatives;
6. Any jewelry other than an approved watch or item specifically authorized by the Superintendent. This includes all body jewelry;
7. Money;
8. Aerosol containers;
9. Credit cards or other non-approved negotiable instruments;
10. Any gum, candy or food item in your possession other than during approved meal and snack times. Food items are not allowed in rooms at any time;
11. Printed/written materials or illustrations referring to drugs, alcohol, sex, obscene language, violence, racism, or which contain gang or satanic symbols. Any items considered to be offensive are also prohibited.
12. CD's, cassettes, records or 8-track tapes.
13. Any item which could be used in an offensive, self-destructive or otherwise harmful manner.



## **TRAFFICKING**

Trafficking with an incarcerated offender is strictly prohibited. It is a violation of state law (IC35-44-3-9) to knowingly or intentionally, without the prior authorization of the Facility Head (Superintendent) to:

1. Deliver, or carry into the penal facility with the intent to deliver to an offender of the facility any article into a facility, or
2. Carry, or receive, with the intent to carry out of the facility any article from an offender of the facility.

Trafficking is a Class A Misdemeanor; however, it is a Class C Felony if the article is a controlled substance or deadly weapon. Additionally, it is a Class C Infraction for a person to furnish an alcoholic beverage to a person confined in a correctional facility, unless the alcoholic beverage is prescribed by a physician or is distributed as a sacramental wine for a religious purpose by a minister, priest or rabbi.

## **MAIL**

Students will have a limited amount of paper supplied for their use by the facility. They will also be allowed to purchase stamps and envelopes from Commissary. NO CASH IS TO BE SENT through the mail - only money orders will be accepted through the mail from anyone on the student's approved visitors list. Money orders are to be made out to the student, and will be deposited into his trust fund account. If money order received is not from a person on student's visitor list than the money order will be returned to the sender.

All books, magazines etc. must be shipped through the mail from the publisher. The facility has the right to confiscate any inappropriate materials.

## **MONEY**

Students will receive .50 cents per day for attending school, cleaning their rooms and living areas and for participation in their treatment groups. This money will be placed into their Trust Account and any monies received via money order will be deposited into this account as long as the person sending the money order is on the student's visitor list. No personal checks or cash will be accepted. Students will have opportunities to purchase personal hygiene items through the facility commissary, after they are assigned to their permanent housing. Any monies deposited into their Trust Accounts can be used to purchase these items.

## **PERSONAL ITEMS**

Personal items will be limited. The facility will provide the students with underwear, socks, uniform pants, shirts, coat and jacket/sweatshirt (seasonal). They will also be provided with the following personal hygiene items, if they are deemed indigent: Shampoo, conditioner, bar soap, toothpaste and toothbrush.

They will be allowed to purchase a wide variety of hygiene and some personal items from Commissary.

**Tennis shoes are on the Commissary List for your son to order.**

Tennis shoes available on Commissary are as listed:

- New Balance priced at \$54.32

## **TELEPHONE CALLS**

Your son will be allowed one phone call per week during the Arrival and Orientation phase. This will be a 15-minute collect call made to the parent / guardian approved by the Psychiatric Social Services Specialist. If you have a block on your phone, you are encouraged to remove it to allow your son an opportunity to contact you. Use of call waiting and three way calling services will result in termination of the phone call as well as jeopardize future calling privileges. Students are not allowed to use staff phones for calls. Parents, guardians, relatives or friends are not allowed to call the facility to speak to the students.

Once your son has been assigned to his regular housing unit, he will be allowed to place up to four (4) fifteen (15) minute calls per month. Additional phone calls may be considered in the event your son's Psychiatric Social Services Specialist or Team Member identifies a special need.

Pendleton Juvenile Correctional Facility has established a student calling system with a company that requires students to have a personal identification number (PIN) in order to place telephone calls. They will be advised of the rules governing proper use of the student calling system. Violation of these rules will be grounds for a loss of telephone privileges and/or disciplinary action to the student. Phone calls may be monitored and recorded at any time.

Students may designate up to ten (10) telephone numbers that they wish to call. This list will be subject to the approval of the Psychiatric Social Services Specialist/Treatment Team. Names approved will be in the best interest of the student and of the safety and security of the facility, and may be limited to family members. Any decision to deny a

telephone number will be documented in writing to both the student and to the person in whose name the telephone is listed.

The student may file a grievance regarding any denial in accordance with Policy 00-02-301, "The Offender Grievance Process". Also, the person whose telephone number was to be placed on the student's telephone list may appeal to the Commissioner or designee.

The cost of each phone call is established by AT&T for local and local-long distance calls and Secureus for long distance calls. The rates for these calls are as follows:

Secureus Long Distance only:

Local-long distance: .25 a minute w/no sur-charge

Out-of-state long-distance: \$1.75 to connect the call, and \$.25 for each minute thereafter.

Note: If your family are not outside the local calling area they will not qualify for the CALLED PARTY PREPAID.

AT&T Local and Local-Long Distance:

\$2.55 to connect the call and \$.30 for each minute thereafter.

All calls going out to the Anderson and Pendleton area cost a \$2.95 Flat rate.

Your son's Psychiatric Social Services Specialist or the Shift Supervisor will receive any incoming emergency telephone calls. These staff will determine the name and telephone number of the calling party and the exact nature of the emergency, and they will advise your son of the emergency as soon as possible. If it is determined appropriate, your son may be given permission to place a return telephone call. These telephone calls will not count against your son's regular four (4) phone calls.

In the event that your son becomes aware of a need to place an emergency telephone call, he may make a request to his Psychiatric Social Services Specialist or the Shift Supervisor. These staff will determine the immediacy of the request and will approve or deny the request. This type of call will not count as one of the four (4) regular calls.

We look forward to your son's eventual release and we will make every effort to return him with the skills necessary to ensure his success in the home and the community. Your assistance in this process is extremely important and greatly appreciated.

Should you have questions about this information, please contact your son's counselor.

Thank you.



# APPLICATION FOR VISITING PRIVILEGES

State Form 14387(R3 / 8-91)

Indiana Department of Correction

INSTRUCTIONS: 1. Please Print 2. Please answer every question 3. Please Sign 4. Please detach and retain lower section for future information

5. Return form directly to: Pendleton Juvenile Correctional Facility  
P.O. Box 900  
Pendleton, Indiana 46064

|  |  |   |                          |  |
|--|--|---|--------------------------|--|
| <b>OFFENDER INFORMATION</b>  | Name of offender                                   |   | DOC number               |  |
|  | Name of applicant                                  |   | Phone Number             | Date of birth  |
| <b>APPLICANT INFORMATION</b>   |  |   | Age                      | Sex <input type="checkbox"/> Male<br><input type="checkbox"/> Female |
|  | Address (number and street, city, state, ZIP code) |   | Relationship to offender |  |
| Are you on parole or probation?<br><input type="checkbox"/> Yes <input type="checkbox"/> No  |  | Are/were you an employee of the Indiana Department of Correction?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |                          |  |
| Please list any arrests or convictions for other than minor traffic violations. If a conviction, list date of release from incarceration, parole or probation. |  |   |                          |  |
| Signature of applicant   |  | Name of spouse  |                          |  |
| Signature of Guardian (if applicant is under 18)   |  | <b>FOR OFFICE USE ONLY</b><br><input type="checkbox"/> Approved<br><input type="checkbox"/> Disapproved                       |                          | Signature of approval  |

## GUIDELINES FOR VISITORS

- VISITATION:** Students may receive one (1) visit per week on one the designated visiting days. The visiting days and times are as follows:

**Sunday Morning:** Odd Number Units (8:30a.m. to 11:00a.m.)      **Thursday Evenings:** Even Numbered Units (6:30p.m. to 8:00p.m.)  
**Sunday Afternoon:** Even Numbered Units (1:00p.m. to 3:15p.m.)      **Friday Evenings:** Odd Numbered Units (6:30p.m. to 8:00p.m.)  
**Sunday Evening:** Odd Numbered Units (6:30p.m. to 8:00 p.m.)      **Saturday Morning:** Even Numbered Units (8:30a.m. to 11:00a.m.)  
**Monday Evenings:** Even Numbered Units (6:30p.m. to 8:00 p.m.)      **Saturday Afternoon:** Odd Numbered Units (1:00p.m. to 3:15p.m.)  
**Tuesday Evenings:** Odd Numbered Units (6:30p.m. to 8:00p.m.)      **Saturday Evening:** Even Numbered Units (6:30p.m. to 3:15p.m.)

## \* EXTRA VISITS THAT DO NOT COUNT FOR THE ONE VISIT A WEEK ARE AS FOLLOWS: (LAST TUES OF EA.MONTH)

Jan. 27, 2009 – Feb. 24, 2009 – Mar.31, 2009 – Apr. 28, 2009 – May 26, 2009 – June 30, 2009 – July 28, 2009 – Aug. 25, 2009 –  
Sept. 29, 2009 – Oct. 27, 2009 – Nov.24, 2009 – Dec.29, 2009. Odd or Even Numbered Units (8:30 a.m. to 11:00 a.m. or 1:00 p.m. to 3:15 p.m.)

**HOLIDAYS:** Visitation time is 8:30 a.m. to 11:00 or 1:00 p.m. to 3:15 p.m.

New Year's Day – Thursday – Jan. 1, 2009 Odd or Even Numbered Units  
Martin Luther King, Jr. Day - Monday – Jan. 19, 2009 Odd or Even Numbered Units  
Good Friday – Friday – April 10, 2009 Odd or Even Numbered Units  
Memorial Day - Monday – May 25, 2009 Odd or Even Numbered Units  
Independence Day – Friday/Saturday – July 3, 4, 2009 Odd or Even Numbered Units  
Labor Day – Monday, Sept. 7, 2009 Odd or Even Numbered Units  
Columbus Day – Monday – Oct. 12, 2009 Odd or Even Numbered Units  
Veteran's Day – Wednesday - Nov. 11, 2009 Odd or Even Numbered Units  
Thanksgiving Day – Thursday – Nov. 26, 2009 Odd or Even Numbered Units  
Lincoln's Birthday – Friday – Nov. 27, 2009 Odd or Even Numbered Units  
Christmas Day – Friday – Dec. 25, 2009 Odd or Even Numbered Units  
Washington's Birthday – Thursday – Dec. 24, 2009 Odd or Even Numbered Units





However, it must be understood that, should the visiting room become overcrowded during the visiting period, the officer in charge will be responsible for modifying the visiting time accordingly. There will be no more than four (4) persons per visit, excluding babies in arms. All visitors who are on the approved visiting list may visit every seven days.

**IDENTIFICATION REQUIRED:** Everyone sixteen (16) years and older must show a picture I.D. Visitors under the age of eighteen (18) must be accompanied by their legal guardian at all times, while on Facility Grounds. Visitors shall wear clothing that reflects acceptable standards of Pendleton Juvenile Correctional Facility that should pose no threat to the security, custody or maintenance of order at this Facility. All visitors are subject to being searched. No items may be brought in the Facility to the student or taken out of the Facility for the students without prior approval of facility head or designee. Visitors will be provided a copy of statute IC 35-44-3-9 addressing trafficking with students and this statute will be posted in the visiting rooms.

Embracing is allowed at the beginning and end of the visit. Holding hands during the visit is permissible. Visitors enter the visiting area at their own risk. The superintendent of this Facility or designee reserves the right to refuse visiting privileges to any he deems ineligible or those who have created a breach of the Facility policy, especially the passing of any item between the student and the visitor. Such items shall be considered contraband.

**All visitors are expected to abide by the rules and regulations of The Pendleton Juvenile Correctional Facility regarding Appropriate attire.**

**Female Visitors:**

1. Undergarments must be worn.
2. Shoes must be worn, this includes children with exception of Infants in arms.
3. Shorts, stretch pants, haltertops and sheer clothing are **not** permitted; clothing can be no shorter than two(2") above the knee.

**Male Visitors:**

1. Shoes, shirts and undergarments must be worn.
2. Shorts are not permitted to be worn while visiting.

*All appropriate and approved family members are encouraged to visit whenever possible.*

*It is important that your son receives letters of support and encouragement from family and friends.*

*We look forward to your son's eventual release and we will make every effort to return him with the skills necessary to ensure his success in the home and the community. Your assistance in this process is extremely important and greatly appreciated.*



# LIST OF APPROVED VISITORS

State Form 40826 (r 2 / 8-88)

HOUSING LOCATION

**INSTRUCTIONS:** The Staff will fill out this form listing all approved visitors for the offender. This form is to be completed when the offender arrives at the facility / institution. Changeable items (i.e., addresses), should be done in pencil.

| OFFENDER'S NUMBER<br>/ PENDLETON JUVENILE CORRECTIONAL FACILITY |     |                      | OFFENDERS NAME |           |          |
|---|-----|----------------------|----------------|-----------|----------|
| NAME  | AGE | ADDRESS (street/No.) | CITY AND STATE | TELEPHONE | APP/DATE |
| Father  |     |                      |                |           |          |
| Mother  |     |                      |                |           |          |
| Step-Father   |     |                      |                |           |          |
| Step-Mother   |     |                      |                |           |          |
| Spouse  |     |                      |                |           |          |
| Ex-Spouse   |     |                      |                |           |          |
| Son(s)  |     |                      |                |           |          |
|   |     |                      |                |           |          |
|   |     |                      |                |           |          |
|   |     |                      |                |           |          |
| Daughter(s)   |     |                      |                |           |          |
|   |     |                      |                |           |          |
|   |     |                      |                |           |          |
|   |     |                      |                |           |          |
| Brother(s)  |     |                      |                |           |          |
|   |     |                      |                |           |          |
|   |     |                      |                |           |          |
|   |     |                      |                |           |          |
| Sister(s)   |     |                      |                |           |          |
|   |     |                      |                |           |          |
|   |     |                      |                |           |          |
|   |     |                      |                |           |          |
| Grandmother(s)  |     |                      |                |           |          |
|   |     |                      |                |           |          |
|   |     |                      |                |           |          |
| Grandfather(s)  |     |                      |                |           |          |
|   |     |                      |                |           |          |
|   |     |                      |                |           |          |

| NAME | AGE | ADDRESS | CITY AND STATE | SEX | RELATION | TELEPHONE | APP/DATE |
|------|-----|---------|----------------|-----|----------|-----------|----------|
| 1.   |     |         |                |     |          |           |          |
| 2.   |     |         |                |     |          |           |          |
| 3.   |     |         |                |     |          |           |          |
| 4.   |     |         |                |     |          |           |          |
| 5.   |     |         |                |     |          |           |          |
| 6.   |     |         |                |     |          |           |          |
| 7.   |     |         |                |     |          |           |          |
| 8.   |     |         |                |     |          |           |          |
| 9.   |     |         |                |     |          |           |          |
| 10.  |     |         |                |     |          |           |          |
| 11.  |     |         |                |     |          |           |          |
| 12.  |     |         |                |     |          |           |          |
| 13.  |     |         |                |     |          |           |          |
| 14.  |     |         |                |     |          |           |          |
| 15.  |     |         |                |     |          |           |          |
| 16.  |     |         |                |     |          |           |          |
| 17.  |     |         |                |     |          |           |          |
| 18.  |     |         |                |     |          |           |          |
| 19.  |     |         |                |     |          |           |          |
| 20.  |     |         |                |     |          |           |          |
| 21.  |     |         |                |     |          |           |          |
| 22.  |     |         |                |     |          |           |          |
| 23.  |     |         |                |     |          |           |          |
| 24.  |     |         |                |     |          |           |          |
| 25.  |     |         |                |     |          |           |          |
| 26.  |     |         |                |     |          |           |          |
| 27.  |     |         |                |     |          |           |          |
| 28.  |     |         |                |     |          |           |          |
| 29.  |     |         |                |     |          |           |          |
| 30.  |     |         |                |     |          |           |          |



## INDIANA DEPARTMENT OF CORRECTION

**Providence Jr./Sr. High School**  
Pendleton Juvenile Correctional Facility  
9310 S. State Road 67  
P.O. Box 900  
Pendleton, IN 46064  
Phone: (765) 778-3778 Fax: (765) 778-5430

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Dear Parent/Guardian or Eligible Student:

This is to advise you that pursuant to the Federal "Family Educational Rights and Privacy Act of 1974" (FERPA), and its implementing regulations parents/guardians and students under 18 years of age and students over 18 years of age ("eligible students") are entitled to certain rights with respect to a student's education records. These rights are set forth below:

1. Parents/Guardians and eligible students have a right to inspect and review the student's education records defined by law to include those records, files, documents, and other materials which contain information directly related to the student and are maintained by the facility. A parent/guardian or an eligible student shall make a request for access to that student's education records, in writing to the Supervisor of Education of the school at which the student is in attendance. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in any case, not more than forty-five (45) days after the request has been received.
2. Parent(s)/guardian(s) and eligible students are also entitled to challenge the contents of such records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to ask for the correction or deletion of any such inaccurate misleading, or otherwise inappropriate data contained therein. Parents/guardians and eligible students are also entitled to notice of any decision by the school not to amend a student's education records as requested by the parent/guardian or eligible student, and of their right to a hearing regarding the school's denial of a request for such an amendment. Any questions concerning the procedure to be followed in making a challenge and/or requesting a hearing should be directed to the

Director of Education  
Indiana Department of Correction  
IGCS #329  
302 W. Washington Street  
Indianapolis, IN 46204

3. Parents/guardians and eligible students have a right that student education records, and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents/guardians or eligible students without the prior written consent of such parents/ guardians or eligible students except:



An Equal Opportunity Employer



a. As directory information unless the parent/guardian or eligible student objects by October 1 of each school year. School student directory information includes name, address, telephone listing, date and place of birth, and the name of the educational agency or institution previously attended by the student.

Parents/Guardians and eligible students may refuse to let the school designate any or all of the above information about the student as directory information. To refuse the inclusion of the information listed above a parent/guardian or eligible student may inform, in writing, the supervisor of education of that refusal.

b. Upon request, this School shall disclose educational records without the parents/guardians' or eligible student's consent to officials of another school district in which a student intends to enroll. This school will not notify you of its intention to forward educational records upon request.

c. To individuals employed by the School or the Indiana Department of Correction either as an administrator, supervisor, instructor, or support staff member including health or medical staff, custody personnel, IDOC employees when acting upon the behalf of the Department in the discharge of statutory duties and responsibilities, and individuals with whom the School has contracted to perform a special task (i.e., the school attorney, auditor, medical consultant or therapist) who have a legitimate educational need for access to such records. A legitimate educational need for any of these individuals to access a student's records without prior written consent of a parent/guardian or eligible student will be deemed to exist only when it can be shown that such access and disclosure is necessary and in accordance with the individual's job duties and/or responsibilities whether statutory or contractual, or

d. As otherwise expressly permitted by law.

4. Parents/guardians and eligible students have a right to obtain a copy of the school's policy and accompanying regulation pertaining to the confidentiality of student education records. A copy of said policy and regulation may be obtained from the Supervisor of Education of the school at which the student is in attendance.

If you feel that your rights under the "Family Educational Rights and Privacy Act of 1974" have been abridged as a result of alleged failures by the Indiana Department of Correction to comply with the requirements of FERPA, you may file a complaint with the

U.S. Department of Education  
Family Policy Compliance Office,  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-4605.

Yours truly,

Steve White  
Supervisor of Education, PNJCF